

SECRET/CIA OFFICIALS ONLY

CATALOG OF COURSES

TR CC 100-1

Revisions June 1956

Copy No. 200

Office of Training

(All new pages are to be inserted in Catalog binder dated December 1954.)

1. Remove and Destroy:

PREFACE	Page iii
FOREWORD	Page v through xviii, including charts
BASIC	B-7
INTELLIGENCE	I-4, 6, 8, and 10
LANGUAGE &	Pages entitled:
EXTERNAL	<u>LANGUAGE (INTERNAL*) Introduction</u> <u>LANGUAGE (INTERNAL) Index</u> All language course descriptions (36 pages) <u>AREA (INTERNAL*) Introduction</u> Physical and Economic Geography of the USSR <u>AREA AND LANGUAGE (EXTERNAL*) Introduction</u> and <u>Index</u> (2 pages)
OPERATIONS	Industrial College of the Armed Forces
TECHNICAL	O-3, 5, 7, 13, and 15 T-1, 4, 7, 11, 14, 18, and 20

2. Insert Text (dated June 1956):

PREFACE	
FOREWORD	ADMINISTRATIVE FOREWORD, including charts
BASIC	B-7, and 23
INTELLIGENCE	I-3, 5, 7, and 11
LANGUAGE &	Pages entitled:
EXTERNAL	<u>LANGUAGE (INTERNAL)* Introduction and Index</u> (2 pages) New language course descriptions (14 pages) <u>AREA (INTERNAL)* Introduction</u> <u>LANGUAGE AND AREA (EXTERNAL)* Introduction</u> and <u>Index</u> (3 pages)
MAIN GREEN TAB	Industrial College of the Armed Forces
	New main tab titled: NON-OTR, and five pages of course descriptions (Place in front of OPERA- TIONS tab)
OPERATIONS	O-4, 6, 8, and 13
TECHNICAL	T-4, 9, 12, 16, and 19

3. Enter Corrections:

BASIC	B-12 NOTE at bottom of page to read: "... Clerical Refresher Program."
DEPT. OF DEFENSE	B-22 PREREQUISITES: Change GS-16 to read GS-18 Naval War College PREREQUISITES: first line to read: Top Secret and "Q" clearances

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ADDENDUM

Chart No. 1, May 1956 (Revised) of the Schedule of Courses, distributed with this revision to the Catalog of Courses, reflects changes in the curricula and the organization of the Office of Training which are not detailed in the course descriptions in the Catalog or the revisions attached hereto.

These changes are:

1. The combining of the Basic and Intelligence Schools into one school: the Intelligence School.
2. The establishment of a new school: the International Communism School.
3. The extension of the Basic Orientation course from three (3) to four (4) weeks to broaden the study of basic intelligence and to incorporate a two (2) week phase on the subject of International Communism.

Schedules given on Chart No. 1, May 1956 (Revised), are accurate. Subsequent revisions to schedules and course curricula will be published in the OTR Bulletin.

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PREFACE

1. This catalog sets forth the objectives and content of courses given by, or arranged through, the Office of Training. In addition, it provides information on certain Non-OTR training conducted by other Agency components. It has been prepared to assist all Agency officials in planning the development of personnel through training. Arrangements for training should be made through the Training Officer in each case.

2. Available courses of training are grouped within this catalog according to the following sections: "B" (Basic Training), "I" (Intelligence Training), "L" (Language and External Training), [redacted] and "N" (Non-OTR Training).
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3. [redacted] Other courses are open to personnel from all CIA components. Accordingly, this catalog has been prepared and distributed throughout Headquarters in two versions. This permits distribution to each B-level recipient of a catalog appropriate to his needs, and assures availability of the complete version to all A-level recipients for their information.
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4. Each course listing provides the following information: course title, brief statement of course objectives, prerequisites in terms of security clearance and prior training or equivalent experience, limitations on enrollment, duration, location and, with the exception of some clerical courses, a description of the course content and the method of instruction employed.

5. In addition to those at Agency facilities, courses at Department of Defense schools and a variety of other professional courses are available to CIA personnel. These external courses are listed in the "L" section of the Catalog, and enrollment is arranged through the Office of Training. Enrollment in certain senior non-Agency courses is subject to prior action by Agency selection panels.

6. Under certain circumstances, the Office of Training is prepared to conduct special courses and training programs for personnel of other IAC agencies. For some OTR courses, quotas are established for representatives of the intelligence community.

7. For the convenience of the user, this catalog includes an Administrative Foreword, providing detailed information relative to planning training programs and initiating requests for training; a Table of Contents; and a set of Long-Term Schedules, providing course date and duration information.

MATTHEW BAIRD
Director of Training

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ADMINISTRATIVE FOREWORD

1. With the exception of OTR covert training, the office of the Registrar, OTR, is the focal point for all information relative to training programs conducted by OTR. Training Officers may consult the Registrar to obtain clarification concerning schedules, pre-course testing, quotas, enrollment procedures, and similar matters. The Registrar also maintains files on training records and evaluations.
2. Copies of training evaluations are directly distributed by the Assessment and Evaluation Staff, OTR, to the Office of Personnel and the component concerned. Any questions concerning these evaluations should be directed to the A & E Staff.

3. Students must complete a testing program prior to admittance to

[REDACTED] This one day, pre-training testing program is administered by the A & E Staff on any Friday prior to the beginning of the course. Training Officers will directly contact the A & E Staff to schedule students for the testing program.

4. Requests for training conducted by OTR are prepared and submitted in accord with procedures set forth, under appropriate headings, in the succeeding pages of this Administrative Foreword. Requests for training conducted by Non-OTR Agency components are prepared and submitted in accord with procedures set forth under the headings, TECHNICAL TRAINING and NON-OTR CONDUCTED TRAINING.

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[REDACTED]

6. The Director of Training prescribes the administrative conditions under which students participate in OTR training programs. This embraces cover, security, travel, per diem, time and leave, advances, accountings for funds, training materials, and equipment.

7. The Director of Training determines the amount and provides the funds necessary to meet costs of OTR training programs.

8. The Office of Personnel is responsible for time, leave, and pay matters for personnel occupying Career Development Slots.

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BASIC TRAINING

Enrollment Procedures

1. Enrollment in the following courses is part of entrance-on-duty processing for new personnel [redacted]

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B-9 Clerical Induction

B-10 Clerical Orientation

B-1 CIA Introduction

Security Introduction

2. Enrollment in the Basic Orientation course is required of all entrance-on-duty professional personnel [redacted] Training Request Form 73 (4 copies) will be submitted to the Registrar, OTR, for new personnel as well as for those on-duty personnel who register for the course:

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- a. Registration will remain open until 1700 hours on the Wednesday preceding the beginning of the course to accommodate entrance-on-duty personnel only.
- b. Training requests for on-duty personnel should reach the Registrar by the Monday preceding the beginning of the course.

3. Enrollment in the remaining courses of Basic Training is by submission of Form 73 (4 copies) to Registrar, OTR. Training requests should reach the Registrar not later than the Monday preceding the beginning of the course.

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INTELLIGENCE TRAINING

Enrollment Procedures

Application for Intelligence courses will be submitted on Training Request Form 73 (4 copies) to Registrar, OTR. Training requests should reach the Registrar not later than the Monday preceding the beginning of the course.

LANGUAGE AND AREA TRAINING (INTERNAL)

Enrollment Procedures

1. Four weeks prior to application for language or area training, the prospective student will make an appointment through his Training Officer for an interview with the appropriate instructor in the Language and External Training School, OTR. When language training is involved, the Training Officer will make arrangements for the student to take the Language Aptitude Test at least one week before the scheduled interview.
2. Training Request Form 73 (2 copies), completed in accordance with instructions by the Training Officer, will be brought by the student to the interview. At this time the form will be completed and signed by the instructor and returned to the student.
3. Thereafter, Form 73 (2 copies) must be forwarded through channels to arrive at the Registrar, OTR, two weeks before the beginning of the course.

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EXTERNAL TRAINING

A. Enrollment Procedures

1. Application for External Training courses [redacted] 25X1 will be made on Training Request Form 51-136. All Applications will be forwarded to the Registrar, OTR, through the Employees Activities Branch, Office of Security, DDS.
2. Applications for full-time programs of study at other Government agencies, and academic institutions in the Washington area, should be in OTR at least one, and preferably three, months prior to registration. Applications for full-time training at academic institutions outside the Washington area should be in OTR at least three, and preferably six, months prior to registration.
3. Applications for part-time training programs at academic institutions in the Washington area should be in OTR one month before the last day of registration at the university.
4. In cases where the training is contingent upon approval of a Career Development Slot, the contingency must be indicated in item #24 of Training Request Form 51-136. The originating office must also forward a memorandum to the CIA Career Council requesting a Career Development Slot.

B. Administrative Control

The student will be notified through his Training Officer at the time his application for training has been approved. The Processing Section, Administrative Branch, OTR, will establish a processing schedule for the trainee. Strict adherence to this schedule will ensure complete and timely processing. [redacted] Processing [redacted] will 25X1 will instruct the student on aspects of his program, including tuition, pay administration, travel, and per diem. 25X1

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NON-OTR CONDUCTED TRAINING

A. Communications Training

1. The Office of Communications Training Officer is the focal point for all information relative to communications training. For detailed information regarding schedules, enrollment procedures, and similar matters, contact the Training Officer. The Office of Communications maintains permanent communications training records. Copies of training evaluations are forwarded to the Office of Personnel and to the component concerned.
2. The Office of Communication Request for Training (Form 51-112) should be forwarded to the OC Training Officer three weeks prior to the course starting date in order to permit time for procurement of the required cryptographic clearance.
3. For additional courses offered by the Office of Communications, not listed in the Non-OTR section of this OTR Catalog of Courses, request the Communications Course Catalog by calling the OC Training Officer.

B. Medical Training

The Medical Staff Training Officer is the focal point of contact for all information pertaining to Medical Training. For information regarding schedules, enrollment procedures, and similar matters, contact the Training Officer.

C. Office of Research and Reports

The Office of Research and Reports Training Officer is the focal point of contact for all information pertaining to ORR training. Application for training will be made to the Training Officer, on Training Request Form 73 (2 copies), at least ten days before the starting date of the course.

D. Office of Central Reference

The Office of Central Reference Training Officer is the focal point of contact for all information pertaining to Office of Central Reference training. Application for training will be made to the Training Officer, on Training Request Form 73 (2 copies), at least ten days before the starting date of the course.

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E. Office of Logistics

1. Logistics Support Course

Training requests for this course should be submitted on Training Request Form 73 (3 copies) to the Office of Logistics Training Officer, not later than ten days before the starting date of the course.

2. Other Logistics Training

Requests for tutorial, on-the-job, or orientation training should be made in the same form as above, but should be submitted three weeks in advance of the starting date.

F. Office of Security

The Security Introduction course is scheduled by the Office of Personnel for new personnel as part of the Entrance-on-duty procedure. For information regarding this, or other Security training, contact the Office of Security Training Officer.

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LANGUAGE AND EXTERNALLANGUAGE (INTERNAL)(See Introduction and Index to this section of the Catalog)

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<u>Course</u>	<u>Section and Course No.</u>
<u>NON-OTR CONDUCTED TRAINING</u>	

COMMUNICATIONS



25X1

MEDICAL

First Aid

Individual Medical Support

Medical Terminology

OFFICE OF RESEARCH AND REPORTS

Physical and Economic Geography of the U.S.S.R.

Industrial Photographic Intelligence

OFFICE OF CENTRAL REFERENCE

Intelligence Subject Code

OFFICE OF LOGISTICS

Logistics Support

OFFICE OF SECURITY

Security Introduction

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B-7

TITLE	Basic Supervision
OBJECTIVE	Effective management at the level of the first-line supervisor
PREREQUISITES	Top Secret clearance GS-5 through GS-14 Present or anticipated supervisory assignment
ENROLLMENT	8 to 18
DURATION	Two weeks: 4 hours each morning (40 hours), plus from 10-15 hours' unclassified reading outside scheduled class time
LOCATION	Headquarters

The course is for persons from all major components at all levels through GS-14 who are directly responsible for personnel at the first working level. The objective is to orient the first-line supervisor to the responsibilities and authority which are characteristic of first-line supervision throughout the Agency. Presentations at the GS-12 to GS-14 level are titled "Supervision for Intelligence Officers" and are specifically geared to two types of individuals: (1) those whose main responsibility is substantive research but who also have some management responsibility as project leaders, and (2) those who guide or advise other Intelligence Officers or technical personnel in a staff or liaison capacity.

The course assumes that most students are carrying their own production workload, and that supervisory responsibilities are in addition to, and not in place of, their substantive, technical or production assignments. Particular emphasis is given problems of person-to-person relationships as the supervisor meets them in his responsibilities for training, communicating, planning and disciplining. Selected aspects of organization, leadership and control are also dealt with.

Each successive course is offered to a specified group, for example, GS-9 - GS-11, so that supervisors of a given general level of responsibility work together and so that specific course content can be adjusted to the needs and capacity of the participants. A limited number of non-supervisors being prepared for supervisory positions can be accepted, but the specific reasons for their attendance at the course should be made clear to them and to the instructor by the supervisor concerned.

The course content includes: reading, lectures, and group discussions of problem cases. Through these means students are guided in applying basic principles of sound management to the situations in which they are working.

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B-8

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TITLE	Basic Management
OBJECTIVE	Effective management at the Branch Chief supervisory level
PREREQUISITES	Top Secret clearance GS-11 through GS-15
ENROLLMENT	8 to 20
DURATION	Two weeks - 4 hours each morning (40 hours), plus 10 to 20 hours of unclassified outside reading
LOCATION	Headquarters

The course is aimed primarily at the level of the Branch Chief, but is open to personnel above and below that level. Each successive course is offered to a specified group, for example, GS-12 through GS-14, so that supervisors of a given general level of responsibility work together. Students in the course are assumed to have at least one lower echelon of supervisors under their direction; for example, section heads. It is presumed that substantially full time on the job is spent in management activities (planning, directing, coordinating and controlling), rather than in direct substantive work. The course covers elements of management which are common to middle levels in DD/I, DD/S, and DD/P.

The course contains the following major elements: (1) a highly generalized job analysis of middle management responsibilities in the Agency; (2) a limited amount of general doctrine current in the field of management; (3) discussion of specific management techniques in use in Agency components; and (4) group analysis of problem situations and of case histories.

At every point the course emphasizes the student's responsibility for translating his own background of experience and the information exchanged in the course into the terms and problems of his current job assignment. He is encouraged to define his problems as specifically as possible, to select a line of attack, and to undertake his own solutions. The 40 hours of the course span two weeks in half-day sessions, so that participants may maintain daily contact with their offices and apply ideas of the classroom to the job situation.

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B-23

TITLE Dependents' Briefing

OBJECTIVE Orientation of overseas-bound dependents to the Agency mission

PREREQUISITE Secrecy Agreement

ENROLLMENT 16 to 50

DURATION Three hours each on two successive days

LOCATION Headquarters

This program is designed to acquaint adult dependents of Agency personnel going abroad with the importance of [redacted] how to live in foreign communities under such circumstances.

25X1

B-24

TITLE Departmental Briefing

OBJECTIVE Orientation in national and departmental relationships existing throughout the American intelligence community, emphasizing the responsibility of the Director of Central Intelligence

PREREQUISITE Top Secret clearance

ENROLLMENT 16 to 83

DURATION Three hours

LOCATION Headquarters

This program is designed to familiarize personnel from the IAC agencies with the organization and procedures pertinent to the system of national intelligence production, operation, and coordination, and its interconnecting links with policy.

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I-3

TITLE Conference Leadership

OBJECTIVE To identify, explain, and apply the principles and techniques of effective conference planning, leadership, and participation

PREREQUISITE Top Secret clearance

ENROLLMENT 12 to 16

DURATION Six weeks: two 2-hour sessions per week (24 hours)

LOCATION Headquarters

The course is designed primarily for officers in all components of the Agency who are responsible for planning and leading various types of group discussions, but the role of an effective participant is also emphasized. In the first two class sessions the instructor discusses the ways and means of planning and conducting successful group conferences, giving special attention to the solving of problems of control. In the remaining sessions each student leads the group in a 40-minute discussion of a topic of general interest. An intensive critique follows each discussion.

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I-5

TITLE Effective Speaking

OBJECTIVE Principles of public speaking as related to the oral presentation of intelligence, including selection and use of graphic aids

PREREQUISITES Top Secret clearance
 Present or future assignment requiring proficiency in oral briefing

ENROLLMENT 12 to 20

DURATION Six weeks: 2-hour sessions twice a week (24 hours)

LOCATION Headquarters

Early sessions in the course emphasize basic principles and fundamentals of public speaking. Students prepare and present short speeches before the class. These are analyzed and constructive suggestions are offered in class discussion. Tape recordings made of each presentation assist both instructor and student in further analysis. Later in the course, students give longer speeches on topics related to their own responsibilities. Class critiques emphasize fine points of delivery, organization of content, proper use of graphic aids, and general effectiveness.

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TITLE Writing Workshop

OBJECTIVE Review the elements and apply the principles of clear, concise writing

PREREQUISITE Top Secret clearance

ENROLLMENT 10 to 12

DURATION Nine 3-hour sessions during a period of four weeks
 (27 hours)

LOCATION Headquarters

The course is conducted as a workshop primarily for employees whose assignments involve the written presentation of intelligence, but the emphasis on fundamental principles of composition makes it beneficial for anyone who desires to improve general writing skill. Assignments are tailored to individual needs and experience. Special attention is given to the development of simple, direct style, and to the solution of writing problems such as structural organization and diction. Instructors' criticisms supplement class discussions and exercises designed to correct common writing faults.

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I-7

TITLE Reading Improvement

OBJECTIVES Improve job efficiency by increasing reading ability
 Develop a wide range of reading techniques
 Adjust rate of reading to comprehension requirements
 Improve perceptual habits

PREREQUISITE Secret clearance

ENROLLMENT 10 to 20

DURATION Six weeks: 1 hour per day (30 hours)

LOCATION Headquarters

Methods and techniques in developing the speed and level of comprehension, with emphasis on flexibility and comprehension requirements, are the focal points of the course.

In developing a wide range of reading techniques and in defining comprehension requirements, the student is instructed through lectures and discussions on the best techniques for scanning, extensive (informational), and intensive (technical) reading. This is followed by student practice, using diverse techniques in various reading situations. Practice includes supervised exercises and reading of individual and group selections of varied content at controlled rates. Good perceptual habits are developed by increasing the span of recognition, establishing control over regressive eye movement, and eliminating vocalization.

Approximately thirty percent of the course is devoted to lectures, instructions, and practice exercises in the three types of reading. Forty percent of the training provides practice with the Reading Rate Accelerator. The remaining thirty percent of the course is divided equally between tachistoscopic training and special films.

A retention program, designed to ascertain long-range benefits, is conducted eight weeks and twelve months after the course.

Satisfactory completion of this course fulfills the prerequisite for enrollment in the Advanced Reading Improvement course.

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I-10

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TITLE Reading Analysis Program

OBJECTIVES Analyze relative proficiency in several kinds of reading skills to determine for individuals and office groups (a) suitability of employee's reading capabilities in relation to specific job requirements, and (b) probable degree of benefit which could be obtained from the Reading Improvement course

PREREQUISITE Secret clearance

ENROLLMENT 5 to 10

DURATION 6 hours: one hour per day

LOCATION Headquarters

This program serves as a preliminary analysis for the Reading Improvement course. The analysis of the employee's reading proficiency in scanning, informational and study reading tasks determines how well his reading skills are adapted to his job reading requirements, and indicates the areas in which he could improve.

A half-hour conference with each employee informs him of his strengths and weaknesses in reading, and provides a basis for self-improvement.

Upon request, the program is scheduled and adapted for any Agency component with specialized job reading requirements. Through consultation with the office concerned, a program is outlined so that employees' reading performance can be analyzed on the basis of their job reading tasks and materials.

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LANGUAGE (INTERNAL)*

Introduction

1. Ability to use the languages of foreign peoples is essential to individuals in the business of foreign intelligence. Agency-sponsored training in language exists because the effectiveness of every intelligence officer depends as much on his possessing appropriate knowledge in this field as on his professional or technical knowledge.

2. The quantity and types of desirable knowledge vary considerably for different individuals and depend on the assignments and functions with which they are charged. Language courses and programs are designed to meet all degrees of need. These range from orientation or indoctrination to solid academic programs designed to provide fluency in a foreign language. It is recognized, however, that attainment of rounded fluency in a language requires from 2,000-3,000 hours of study in the easier languages and from 6,000-8,000 hours in the more difficult languages.

3. Facilities for providing required knowledge in language to Agency employees consist mainly of regular courses conducted by the Office of Training, supplemented by the Agency's language laboratory, and regular courses available at other Government training centers and at universities especially equipped to provide specialized training in languages (See AREA AND LANGUAGE EXTERNAL Section.) Internal language courses and programs are given on an Intensive (Full Time) basis, or a Part Time basis. (See ADMINISTRATIVE FOREWORD: Long Term Schedules, Charts No. 2 and 3.) For details on enrollment procedures, see the ADMINISTRATIVE FOREWORD.

4. Internal language courses listed in this section are either regularly offered or are available when there is sufficient demand. It is sometimes possible to offer courses on a one-time basis in a variety of other languages by utilizing qualified Agency personnel loaned to OTR for this purpose, or by employing consultants for intensive short courses.

*See EXTERNAL

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LANGUAGE (INTERNAL)

Index

This Index lists available language courses and programs, which are described in detail on the pages following this Index.

I. FULL TIME (INTENSIVE) COURSES (See ADMINISTRATIVE FOREWORD: Long Term Schedule, Chart No. 2):

A. Basic (Intensive)

Chinese (Yearly, 48 weeks)
French (Twice yearly, 23 weeks)
German (Twice yearly, 23 weeks)
Greek (Yearly, 44 weeks)
Indonesian (1956 only, 13 weeks)
Italian (Twice yearly, 23 weeks)
Persian (Twice yearly, 24 weeks)
Rumanian (Twice yearly, 22 weeks)
Russian (Yearly, 28 weeks)
Serbo-Croatian (Yearly, 39 weeks)
Spanish (Twice yearly, 23 weeks)
Turkish (Yearly, 44 weeks)

B. Advanced (Intensive) - (Phase I and Phase II)

Chinese, Phase I (Yearly, 15 weeks)
Chinese, Phase II (Yearly, 15 weeks)
Russian, Phase I (Yearly, 13 weeks)
Russian, Phase II (Yearly, 13 weeks)
Russian Workshop (Yearly, 7 weeks)

C. Applied Languages (Intensive)

Chinese (Yearly, 6 weeks)
French (Yearly, 6 weeks)
German (Yearly, 6 weeks)
Italian (Yearly, 6 weeks)
Russian (Yearly, 6 weeks)

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II. PART TIME COURSES (See ADMINISTRATIVE FOREWORD: Long Term Schedule, Chart No. 3 for courses presently scheduled.)

A. Spoken Courses

Elementary Spoken (Phases I, II)
Intermediate Spoken (Phases I, II)

French
German
Italian
Russian
Spanish

B. Reading Courses

The reading program in a number of languages consists of the following courses:

Elementary Reading
Applied Translation Group

Afrikaans
Arabic
Dutch
French
German
Italian
Portuguese
Romanian
Spanish

The general reading program in Slavic and East European languages consists of the following courses:

Elementary Reading (Phases I and II)
Intermediate Reading (Phases I and II)

Bulgarian
Czech
Finnish
Hungarian
Polish
Russian
Serbo-Croatian
Slovak

Advanced Reading (Phases I and II)

Russian

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C. Special Reading Courses

For those persons whose need for a reading knowledge of the Russian language is limited or specialized, the following courses are offered:

Russian Familiarization

Short Course in Elementary Russian (Phases I and II)

Elementary Russian Grammar and Reading for Science and Technology (Phases I and II)

Economic, or Political, or Scientific Russian Reading (Phases I and II) is offered for those individuals who need to do specialized reading at the intermediate level.

Translation Workshop in East European Languages is offered for those persons who need to do specialized or general reading in Slavic and East European languages at the intermediate or advanced level.

D. Japanese Courses (Reading, Writing, and/or Speaking)

Elementary Japanese

Intermediate Japanese

Advanced Japanese

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TITLE Basic (Intensive)

OBJECTIVE Develop basic fluency in speaking, reading and writing the language

PREREQUISITES Top Secret clearance
Language Aptitude Test
Interview with instructor
Certification by Qualifications Review Panel

ENROLLMENT 4 to 8

DURATION Full-time

LOCATION Headquarters

The basic course places emphasis initially on pronunciation and spoken language proficiency. Instruction includes classroom drill with native speakers of the language, laboratory drill with recorded materials, exposition of grammar. Later in the course, written materials are introduced in varying degrees depending on length of course and difficulty of the writing system; practice in correct written usage is introduced in some languages at this stage of instruction. In some courses, lectures are given by guest speakers.

Upon successful completion of this course a person should be able to speak the language correctly in a variety of conversational situations. Ability to read and write the language will vary with the writing system of the language.

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TITLE Advanced (Intensive) - (Phase I and Phase II)

OBJECTIVE Develop conversational, writing, and reading fluency at the intermediate level

PREREQUISITES Top Secret clearance
Satisfactory completion of Basic (Intensive) course, or demonstration of equivalent level of proficiency through Language Proficiency Test
Interview with instructor

ENROLLMENT 4 to 10

DURATION Full-time

LOCATION Headquarters

The course emphasizes realistic, informal, conversational situations. Students are required to present oral reports on subjects of their own choosing. Course includes intensive reading of political, economic, and literary writings with discussion of materials read. Some written work (composition in the language) is required.

On the successful completion of Phase I, student should be able to speak, read, and write the language with considerable facility. Completion of Phase II should result in advanced fluency.

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TITLE Applied Languages (Intensive)

OBJECTIVE Introduction to understanding social and geographic variations, operational use for communications and psychological purposes, and terminology of the intelligence profession of the language

PREREQUISITES Top Secret clearance
 Satisfactory completion of Advanced (Intensive) course, or demonstration of equivalent level of proficiency through Language Proficiency Test
 Interview with instructor

ENROLLMENT 4 to 10

DURATION Full-time

LOCATION Headquarters

This is a continuation of Advanced (Intensive) training. This course provides an introduction to an understanding of social and geographic variations in the language, provides an approach to the operational use of the language for communication and psychological purposes, and provides an introduction to terminology of the intelligence profession.

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TITLE	Elementary Spoken (Phase I)
OBJECTIVES	Recognition and accurate production of all sounds of the language. Production of structurally correct sentences as used in everyday conversation. Acquaintance with principal grammatical forms and basic vocabulary of the spoken language. Ability to converse in the language on everyday subjects
PREREQUISITES	Top Secret clearance Interview with instructor Language Aptitude Test
ENROLLMENT	4 to 8
DURATION	Ten weeks: five two-hour classes per week, plus fifteen hours of laboratory drill each week
<u>or</u>	
	Sixteen weeks: three two-hour classes per week, plus nine hours laboratory drill each week (Arabic and Dutch only)
LOCATION	Headquarters

Emphasis is placed on correct pronunciation and fluency in the material covered. Simple sentences are introduced in the classroom. The student uses laboratory listening and recording facilities for drill in pattern sentences. Classroom drill is given in the use of pattern sentences and similar material from other sources. Drills are supplemented by grammatical instruction. Simple reading materials are used in all classes except Arabic.

On completion of this course a student should be able to understand and speak the language in a modest variety of everyday situations. A firm basis is provided for improvement of proficiency through further study and practical experience.

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TITLE Elementary Spoken (Phase II)

OBJECTIVES Improve ability to produce and distinguish all sounds of the language. Increase student's stock of basic sentences and expressions. Improve ability to analyze expressions so that components can be applied to new situations. Increase ability to comprehend normal spoken language in a variety of non-technical situations. Extend basic vocabulary

PREREQUISITES Top Secret clearance
Phase I, or equivalent
Interview with instructor

ENROLLMENT 4 to 8

DURATION Ten weeks: five two-hour classes per week, plus 15-17 hours of laboratory drill and outside preparation per week

or
Ten - sixteen weeks: three two-hour classes per week, plus nine hours of laboratory drill per week

LOCATION Headquarters

A thorough review of Phase I material is given, as well as additional material in the form of dialogues, reading material and recorded drill materials. The course is a continuation of Phase I, and is suitable for others who need additional elementary instruction in spoken language.

On completion of the course a student should be able to understand and speak the language in a variety of non-technical situations, and expand his knowledge through further study and practical experience.

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TITLE Intermediate Spoken (Phase I)

OBJECTIVES Refinement of ability to accurately produce and distinguish all the sounds of the language. Expansion of the student's stock of basic sentences and expressions, with emphasis on their cultural application. Increase ability to comprehend normal spoken language in a large variety of situations. Expansion of basic vocabulary

PREREQUISITES Top Secret clearance
Elementary Spoken (Phases I and II), or equivalent
Interview with instructor

ENROLLMENT 4 to 8

DURATION 10 weeks: 3 two-hour classes per week, plus 9 hours laboratory

or

16 weeks: 3 two-hour classes per week, plus 9 hours laboratory (Russian only)

LOCATION Headquarters

Review and refined treatment of the grammar. An expansion of vocabulary through dialogues, readings and recordings as applied in basic cultural situations. Emphasis is placed on the student's capacity to converse spontaneously in the language. The course is a continuation of Elementary Spoken (Phases I and II), and is suitable for others who need more advanced instruction in the spoken language.

On successful completion of the course the student should be able to understand and speak the language in a large variety of non-technical situations. Moreover, he should possess an understanding of the cultural context of the language and have the ability to function properly within it.

SECRET/CIA OFFICIALS ONLY

TITLE Intermediate Spoken (Phase II)

OBJECTIVES Complete mastery of the ability to produce and understand all the sounds of the language. Enlarge student's stock of basic sentences and expressions, with emphasis on a more particularized set of cultural situations. Mastery of comprehension of the normal spoken and written language in a practically unlimited set of non-technical situations. Extension of vocabulary to include terminology of the field of intelligence

PREREQUISITES Top Secret clearance
Elementary Spoken (Phases I and II), and Intermediate Spoken (Phase I), or equivalent
Interview with instructor

ENROLLMENT 4 - 8

DURATION 10 weeks: 3 two-hour classes per week, plus 9 hours laboratory

or

16 weeks: 3 two-hour classes per week, plus 9 hours laboratory

LOCATION Headquarters

A review of Phase I material is provided, as well as a large variety of written and recorded material concerning which the student is expected to converse freely. The course is a continuation of Phase I, and is suitable for others who need advanced application of the spoken language.

On completion of the course the student should be able to communicate with accuracy in an unlimited variety of situations with a comprehensive understanding of their cultural context, and accurately employ intelligence vocabulary.

SECRET/CIA OFFICIALS ONLY

TITLE Elementary Reading

OBJECTIVES Pronunciation of the language as an aid in understanding written texts. Ability to identify structural elements of the language found in textual material. Learn and retain limited vocabulary. Ability to identify items from context, or through proper use of a dictionary

PREREQUISITES Top Secret clearance
Interview with instructor
Language Aptitude Test

ENROLLMENT 4 to 10

DURATION 10 to 16 weeks: 3 two-hour classes per week, plus nine hours laboratory drill and/or outside preparation each week

LOCATION Headquarters

The course includes complete grammatical exposition, reading and analysis of practice texts, and discussion of problems inherent in translation. Where the language uses an unfamiliar writing system, as in Arabic, the text materials are kept simple and emphasis is placed on familiarity with the writing system. Thus, progress is proportionately slower than in other languages.

Students read newspapers, with the aid of a dictionary, and gain practical proficiency through independent study and practical experience. For further study, please see the Applied Translation Group course listing.

SECRET/CIA OFFICIALS ONLY

TITLE	Applied Translation Group
OBJECTIVES	Intensive review of the elements of structure of the language concerned. Ability to analyze and apply translation techniques to technical materials in the student's field of interest. Acquisition of specialized vocabulary pertinent to student's field of interest
PREREQUISITES	Top Secret clearance Interview with instructor
ENROLLMENT	4 to 10
DURATION	Ten weeks: one 1-hour grammar presentation and one 3-hour translation period per week. This class schedule may be revised to meet individual needs
LOCATION	Headquarters

This course functions as an intermediate phase of reading instruction and affords a complete grammatical review for students with previous experience in the language concerned. During the translation period each student works independently on the translation of materials dealing with his own field of interest. Material selected for translation is of the type which the student normally encounters in his job assignment. Individual guidance is provided by the instructor during the translation session. All translation produced during each meeting is reviewed by the instructor.

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TITLE Elementary Reading (Phase I)

OBJECTIVES Ability to produce and distinguish the sounds of the language. Ability to employ the major structural elements of the language in reading and limited conversation. Acquisition of a basic vocabulary for reading and speaking. Proper use of a dictionary

PREREQUISITES Top Secret clearance
Language Aptitude Test
Interview with instructor

ENROLLMENT Minimum: 4 to 15

DURATION 16 weeks: 3 two-hour classes per week, plus 6 hours of preparation and laboratory drill

LOCATION Headquarters

General introduction to the language with primary emphasis on reading. Amount of spoken language drill varies with the language concerned. Instruction includes grammatical exposition, oral and written drill, and reading of practice texts, including graded readings and selected newspaper texts on economic, political, and sociological subjects, and materials approximating those likely to be encountered by intelligence officers and analysts.

On completion of the course the student should be able to read general newspaper texts with the aid of a dictionary, with fair accuracy at moderate speed. He should be able to employ the language in limited conversational situations, varying with the particular language.

SECRET/CIA OFFICIALS ONLY

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TITLE Elementary Reading (Phase II)

OBJECTIVES Improvement of ability to produce and distinguish the sounds of the language. Increased ability to identify the structural elements of the language in written texts and to use them in spoken language. Vocabulary building, particularly for reading. Improvement of ability to identify vocabulary items from context and refinement of dictionary use

PREREQUISITES Top Secret clearance
Elementary Reading (Phase I), or equivalent
Interview with instructor
Language Aptitude Test

ENROLLMENT 4 to 15

DURATION 16 weeks: 3 two-hour classes per week, plus laboratory drill

LOCATION Headquarters

Continuation of Phase I, with increasing emphasis on reading. Instruction includes review of grammatical essentials, reading and analysis of selected practical texts, and discussion of problems inherent in the translation process.

On completion of this course, the student should have good grasp of structural essentials and increased ability to read general newspaper materials. Further practice and course work are necessary to attain specialized knowledge, and an advanced level of speed and accuracy.

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TITLE Intermediate Reading (Phase I)

OBJECTIVES Improve fluency in reading on the intermediate level

PREREQUISITES Top Secret clearance
 Elementary Reading (Phases I and II), or equivalent
 Interview with instructor, or Language Proficiency Test

ENROLLMENT 5 to 15

DURATION 16 weeks: 3 two-hour classes per week, plus 7 hours of preparation and laboratory drill

LOCATION Headquarters

This course includes a review of basic grammar and some practice in conversation. Texts include: grammar, dictionary, intermediate readers, and a conversational manual. These are supplemented by newspaper selections on economic, political, and sociological subjects, and by materials approximating those likely to be encountered by intelligence officers and analysts. There are outside readings by students in their own respective fields of interest. Special problems of the translation process are given consideration throughout the course.

On completion of the course the student should be able to read newspaper materials at a moderate speed with the aid of a dictionary.

Students particularly interested in acquiring an effective speaking knowledge are advised to enroll in a two-hour seminar conducted once a week in some of the languages.

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TITLE Intermediate Reading (Phase II)

OBJECTIVES Develop fluency in reading at the intermediate level, and improve conversational ability

PREREQUISITES Top Secret clearance
 Intermediate Reading (Phase I), or equivalent
 Interview with instructor, or Language Proficiency Test

ENROLLMENT 5 to 15

DURATION 16 weeks: 3 two-hour classes per week, plus 7 hours of preparation and laboratory drill

LOCATION Headquarters

Continuation of Intermediate Reading (Phase I). On completion of the course the student should be able to read general newspapers, with the aid of a dictionary, at a speed approaching the advanced level, and to converse with some spontaneity on a limited range of topics.

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TITLE Advanced Reading (Phase I)

OBJECTIVE Develop speed and accuracy in reading contemporary publications

PREREQUISITES Top Secret clearance
Elementary Reading (Phases I and II)
Intermediate Reading (Phases I and II), or equivalent
Interview with instructor

ENROLLMENT 5 to 15

DURATION 16 weeks: two $1\frac{1}{2}$ -hour classes per week, plus 6 hours preparation

LOCATION Headquarters

Emphasis is on materials likely to be encountered by intelligence officers and analysts. Texts include: several advanced readers, newspapers and magazine selections, grammar, and dictionary for reference purposes. There are outside readings by students in their specialized fields of interest. Special attention is devoted to translation problems and to recent terminology and abbreviations.

On completion of this course, the student should be able to read journalistic language with considerable rapidity and accuracy, with only occasional reference to a dictionary.

Students particularly interested in acquiring an effective speaking knowledge are advised to enroll in one of the two-hour seminars which are conducted each week.

SECRET/CIA OFFICIALS ONLY

SECRET/CIA OFFICIALS ONLY

TITLE Advanced Reading (Phase II)

OBJECTIVE Develop speed and accuracy in reading contemporary publications

PREREQUISITES Top Secret clearance
Elementary Reading (Phases I and II)
Intermediate Reading (Phases I and II)
Advanced Reading (Phase I)
Interview with instructor

ENROLLMENT 5 to 15

DURATION 16 weeks: two 1 1/2-hour classes per week, plus 6 hours preparation

LOCATION Headquarters

Emphasis is on materials likely to be encountered by intelligence officers and analysts. Texts include: several advanced readers, newspaper and magazine selections, grammar, and dictionary for reference purposes. There are outside readings by students in their specialized fields of interest. Special attention is devoted to translation problems and to recent terminology and abbreviations.

On completion of this course, the student should be able to handle complicated material with only occasional reference to a dictionary. In all probability he will still benefit by further practice and course work as prescribed by instructor.

Students particularly interested in acquiring an effective speaking knowledge are advised to enroll in one of the two-hour seminars which are conducted each week.

SECRET/CIA OFFICIALS ONLY

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TITLE Russian Familiarization
OBJECTIVE Orientation to the Russian language
PREREQUISITES Top Secret clearance
 Language Aptitude Test
ENROLLMENT 10 to 25
DURATION 8 weeks: 2 one-hour classes per week
LOCATION Headquarters

This is an introductory course designed for persons whose analytical, editorial or secretarial work requires minimal familiarity with Russian. A familiarization manual introduces the alphabet, the transliteration system employed by the Agency, and several hundred nouns, adjectives and other word-types. Special attention is given to geographic and personal names. The typical Russian sentence structures are discussed.

On completion of the course the student should be able to transliterate Russian accurately, find words in a dictionary, and locate items in an encyclopedia.

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TITLE Short Course in Elementary Russian (Phase I)

OBJECTIVE Acquaintance with the minimum notions of Russian pronunciation, structure, vocabulary, and reading

PREREQUISITES Top Secret clearance
 Language Aptitude Test
 Interview with instructor

ENROLLMENT 5 to 20

DURATION 16 weeks: two 1 1/2-hour classes per week, plus 5 hours of preparation each week, and laboratory drill

LOCATION Headquarters

The course is especially designed for clerical personnel, analysts, and supervisors in need of a rudimentary knowledge of Russian. It will include: alphabet and transliteration, outline of grammar, practice in reading of names and simple sentences, guidance in the use of dictionaries and encyclopedias.

On successful completion of this course, the student should be able to perform the simplest types of sentences, titles, and names, with the aid of a dictionary, and to transliterate easily.

SECRET/CIA OFFICIALS ONLY

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TITLE Short Course in Elementary Russian (Phase II)

OBJECTIVE Acquaintance with Russian essentials, and introduction to the reading of simple texts

PREREQUISITES Top Secret clearance
 Language Aptitude Test
 Interview with instructor
 Short Course in Elementary Russian (Phase I)

ENROLLMENT 5 to 20

DURATION 16 weeks: two 1 1/2-hour classes per week, plus 5 hours of preparation each week, and laboratory drill

LOCATION Headquarters

The course continues the study of grammar and introduces the student to the reading of simple texts.

At the end of the course the student should have acquired some slight facility in the reading of simple Russian with much use of the dictionary. Continuation in the Translation Workshop, or similar courses, will be necessary in order to gain any real functional reading ability.

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TITLE Elementary Russian Grammar and Reading for Science and Technology (Phase I)

OBJECTIVE Acquaintance with fundamentals of Russian as basis for developing ability to read scientific Russian

PREREQUISITES Top Secret clearance
Language Aptitude Test
Interview with instructor

ENROLLMENT 5 to 15

DURATION 16 weeks: three 1 1/2-hour classes per week, plus 6 hours of preparation

LOCATION Headquarters

Study of the rudiments of Russian grammatical structure and vocabulary as a basis for scientific reading. Early in the course, brief and simple readings in scientific and technological Russian are assigned, and materials increase in length and difficulty as the course progresses. Special attention is paid to Soviet scientific terminology and abbreviations, and to scientific establishments.

On completion of this course the student should have made appreciable beginnings in familiarizing himself with the essentials of Russian, and in the reading of the simplest type of scientific and technological materials.

SECRET/CIA OFFICIALS ONLY

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TITLE Elementary Russian Grammar and Reading for Science and Technology (Phase II)

OBJECTIVES Acquaintance with the fundamentals of Russian, and ability to read simple scientific and technological Russian

PREREQUISITES Top Secret clearance
Language Aptitude Test
Interview with instructor

ENROLLMENT 5 to 15

DURATION 16 weeks: three 1 1/2-hour classes per week, plus 6 hours of preparation

LOCATION Headquarters

This is a continuation of Elementary Russian Grammar and Reading for Science and Technology (Phase I).

On completion of this course, the student should be acquainted with the main grammatical elements of Russian and should be able to read simple scientific and technological materials very slowly with the aid of a dictionary. Practice will be necessary to develop further speed and accuracy. Ordinarily, the student will be eligible to enroll in Translation Workshop, Scientific Russian Reading (Phases I and II), or other appropriate courses as determined in consultation with instructor.

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TITLE Economic or Political, or Scientific Russian Reading
(Phase I)

OBJECTIVE Develop fluency in reading contemporary Soviet economic,
political, or scientific materials

PREREQUISITES Top Secret clearance
Elementary Russian Reading (Phases I and II), or one
year of college Russian, or equivalent
Language Aptitude Test
Interview with instructor

ENROLLMENT 5 to 20

DURATION 16 weeks: 3 two-hour classes per week, plus supervised
preparation

LOCATION Headquarters

These courses are devoted exclusively to reading and interpreting
Soviet economic, political, or scientific thought expressed in Russian
newspapers and magazines. The items are presented in special readers.
Attention is given to problems of the translation process, and to recent
terminology and abbreviations. Grammatical explanation is presented
when necessary.

On completion, the student should be able to read economic, political,
and scientific material at a moderate speed, with the aid of a
dictionary. More practice will be needed.

Students interested in acquiring an effective speaking knowledge
are advised to enroll in one of the two-hour seminars conducted each
week.

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TITLE Economic, or Political, or Scientific Russian Reading
(Phase II)

OBJECTIVE Develop increased fluency in reading contemporary Soviet
economic, political, or scientific materials at the
intermediate level

PREREQUISITES Top Secret clearance
Economic, or Political, or Scientific Russian Reading
(Phase I), or equivalent
Language Aptitude Test
Interview with instructor

ENROLLMENT 5 to 20

DURATION 16 weeks: 3 two-hour classes per week, plus supervised
preparation

LOCATION Headquarters

These courses are a continuation of Economic, or Political, or
Scientific Russian Reading (Phase I).

On completion of the course, the student should be able to read
economic, political, or scientific material, with the aid of a dictionary,
at a speed approaching the advanced level. Through consultation
with the instructor, it will be decided whether the student is in need
of further course work, and which courses might be desirable.

Students interested in acquiring an effective speaking knowledge
are advised to enroll in one of the two-hour seminars conducted each
week.

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TITLE Translation Workshop in East European Languages
(Albanian, Bulgarian, Czech, Finnish, Hungarian,
Polish, Russian, Serbo-Croatian, Slovak)

OBJECTIVE Improvement of speed and accuracy in reading and
translation

PREREQUISITES Top Secret clearance
Elementary knowledge of language studied
Interview with instructor

ENROLLMENT 5 to 25

DURATION 16 weeks: 1 three-hour meeting per week, plus at least
5 hours of outside translation

LOCATION Headquarters

The purpose of the Translation Workshop is to furnish Agency personnel, who have an elementary or better knowledge of an East European language, the opportunity to improve their reading ability and to receive practice in the art of translation. Materials used will consist largely of newspapers and periodicals appearing in the respective East European country, or the United States and elsewhere. Whenever desirable, students are encouraged to use as texts materials within their field of specialization. The Workshop period will be used for discussions of translation problems, consideration of abbreviations, and new terminology, as well as for the checking of student's work and for further translation under the actual supervision and guidance of the instructor.

Upon the completion of this course, the student should have appreciably improved both his speed and accuracy of translation and reading. In most cases, he ought to continue in the Translation Workshop, or some other form of course work, until he has achieved real proficiency in reading, and rarely needs to refer to the dictionary.

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TITLE Elementary Reading, Writing, and/or Speaking Japanese
OBJECTIVE Basic knowledge of written, reading, and/or spoken Japanese
PREREQUISITES Top Secret clearance
Language Aptitude Test
Interview with instructor
ENROLLMENT 6 to 8
DURATION 39 weeks: 3 two-hour classes per week, plus nine hours laboratory
LOCATION Headquarters

The course covers one hour of reading and written language requiring the mastering of about 800 ideographs, including the alphabets (in square and script form), and one hour of the colloquial (spoken) language. Either the reading and writing, or speaking may be taken separately.

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TITLE Intermediate Reading, Writing, and/or Speaking Japanese

OBJECTIVE Intermediate knowledge of written, reading, and/or spoken Japanese

PREREQUISITES Top Secret clearance
 Elementary Reading, Writing, and/or Speaking Japanese course, or equivalent
 Interview with instructor

ENROLLMENT 6 to 8

DURATION 39 weeks: 3 two-hour classes per week, plus nine hours laboratory

LOCATION Headquarters

The course covers one hour of reading and written language requiring the mastering of about 800 ideographs additional to those learned in the elementary course, and one hour of drill in the colloquial (spoken) language, including the use of films. Either the reading and writing, or speaking may be taken separately.

SECRET/CIA OFFICIALS ONLY

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TITLE Advanced Reading, Writing, and/or Speaking Japanese

OBJECTIVE Advanced knowledge of written, reading and/or spoken Japanese

PREREQUISITES Top Secret clearance
Intermediate Reading, Writing, and/or Speaking Japanese course, or equivalent

ENROLLMENT 6 to 8

DURATION 39 weeks: 2 three-hour classes per week, plus nine hours laboratory

LOCATION Headquarters

The course covers one hour of reading, and one hour of written language, both requiring the mastering of about 800 ideographs additional to those learned in the elementary and intermediate courses, and one hour of drill in the colloquial (spoken) language, including the use of films. Either the reading and writing, or speaking may be taken separately.

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AREA (INTERNAL)*

Introduction

1. The Office of Training has developed a program of internal courses on all foreign areas with intelligence significance for the U. S. Those courses which are available are listed at the end of this introduction. Additional courses will be announced as they are established. The courses are arranged within these categories.

• 2. Basic Country Survey:

An introduction to the study of the sociological, political and economic factors, which historically and currently influence the culture, attitudes, development and foreign relations of each country with which the United States is concerned. Each survey course deals with either a country of major interest, [redacted] or a group of countries, such as Indo-China. Each course consists of sixty (60) hours of classroom instruction, supplemented by directed outside reading, and is open to personnel engaged in intelligence collection, operations, evaluation, or support in connection with the country or countries covered.

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3. Regional Survey:

An introduction to the various regional aspects and developments of significant groupings of foreign countries, such as Arab States or Southeast Asia, the emphasis being directed toward the regional integrity or interrelationship rather than the component parts. Each course focuses on a grouping based upon political, economic, cultural or strategic factors and is designed to meet the requirements of the intelligence community. Each course consists of sixty (60) hours of classroom instruction, supplemented by directed outside reading, and is open to personnel engaged in intelligence collection, operations, evaluation or support in connection with the region covered.

4. Americans Abroad:

An introduction to social customs, significant cultural and national attitudes and sensitivities, traditional and current attitudes toward foreigners, and other matters affecting overseas duty in a given country or area. Each course focuses on the peculiar conditions and problems affecting personal and professional effectiveness in that country or area. Each course consists of fifteen to eighteen (15 - 18) hours of instruction. These courses are designed for all employees going to a country or area for the first time, and for their dependents, and for personnel who will be working with nationals from those locations.

*See EXTERNAL

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5. Current Problems Survey:

A seminar program will be designed to develop a sharper appreciation of the elements and factors involved in the discharge of intelligence responsibilities, through the study of a specific phase of the political, economic or sociological aspects of a foreign country or area. Each course will consist of from twenty-four to thirty-six (24 - 36) hours of seminar discussion and occasional lectures, with a senior person experienced in the field of intelligence production and evaluation as moderator. Supplementary reading, group conferences and the preparation of seminar papers will be required. The courses will be designed for those who have completed an appropriate BCS or RS course or the equivalent thereof, who have had at least two years in the country or area concerned, or equivalent desk duty at Headquarters, and who are judged to have the other necessary qualifications for participation.

6. Omnibus Program:

This program will consist of the appropriate Basic Country Survey course or Regional Survey course, and the Americans Abroad course, plus language training, constituting full-time training of ten weeks' duration. Supplementary reading, preparation of papers, and laboratory drill will be required.

25X1

7. For announcements of currently available courses, other than those listed below, contact Training Liaison Officers or the Language and External Training School.

Basic Country Surveys

Germany

Japan

USSR

Regional Surveys

Middle East

Economic Factors in Asia

Fertile Crescent

Free Europe

National Interest of U. S. in Middle East*

Northeast Asia

Russia in Asia

Southeast Asia

Soviet Bloc

Americans Abroad

Arab States

France*

Germany

Japan

Turkey

*All courses are part time except those asterisked

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LANGUAGE AND AREA (EXTERNAL)*

Introduction

1. These offerings are not all-inclusive. External language and area training may be pursued at nearly all universities in the United States and at many overseas. Virtually no programs or courses are identical even though the subject may be the same. Final selection of institutions, and determination of programs, are made by the Office of Training on a basis of the stated objectives for training. It is expected that most needs for external language and area training will be met by courses and programs described in the Catalog, or by other programs later announced by the Office of Training. Only when required training is not obtainable through any of these programs, and is not available through other scheduled courses in academic institutions, should special, unscheduled programs be developed.

2. Requests should be submitted not less than one month, and preferably three or more months, in advance. A few of these courses are available only once a year and others only twice a year. The languages in greatest demand, however, are available several times a year. To assure accommodations for Agency employees, therefore, planning in some cases should be done much in advance, and early consultation with OTR is advised.

3. On an individual basis, area specialist programs can be developed for persons concerned with almost any area of the world. These programs are intended, however, only for exceptional employees whom it is desired to develop as rounded language officers with advanced fluency in all aspects of the language or as advanced area specialists.

4. Personnel from the Department of Defense, Department of State, and other Government agencies participate in these programs. [REDACTED] 25X1
[REDACTED] is required for those programs listed as Area Specialists Programs, except the Area Analysts Program.

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*See LANGUAGE (INTERNAL), and AREA (INTERNAL)

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Language Programs Available at other Government Training Facilities

It is probable that arrangements could be made for Agency employees in the following intensive, full-time programs at the Army Language School, the Navy Language School, or the Department of State. Other programs will be announced at a later date.

<u>LANGUAGE</u>	<u>STARTING DATE</u>	<u>DURATION</u>
Albanian	September 1956	47 weeks
Arabic	July 1956	10 months
	September 1956	47 weeks
	January 1957	10 months
	January 1957	47 weeks
	March 1957	47 weeks
	June 1957	47 weeks
	July 1957	10 months
Bulgarian	September 1956	47 weeks
	November 1956	47 weeks
	March 1957	47 weeks
	June 1957	47 weeks
Burmese	January 1957	47 weeks
Chinese-Cantonese	August 1956	47 weeks
	January 1957	47 weeks
	April 1957	47 weeks
Chinese-Mandarin	August 1956	33 weeks
	August 1956	47 weeks
	November 1956	33 weeks
	November 1956	47 weeks
	January 1957	15 months
	January 1957	33 weeks
	January 1957	47 weeks
	April 1957	33 weeks
	April 1957	47 weeks
	June 1957	47 weeks
Czech	July 1956	37 weeks
	September 1956	47 weeks
	November 1956	47 weeks
	January 1957	37 weeks
	January 1957	47 weeks
	April 1957	47 weeks
(Slovak)	June 1957	47 weeks

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Language Programs Available at other Government Training Facilities

Finnish	August 1956 January 1957	47 weeks 47 weeks
French	July 1956 July 1956 October 1956 November 1956 January 1957 January 1957 April 1957 June 1957 July 1957 October 1957	24 weeks 4 1/2 months 4 1/2 months 24 weeks 24 weeks 4 1/2 months 4 1/2 months 24 weeks 4 1/2 months 4 1/2 months
German	July 1956 November 1956 January 1957 January 1957 June 1957 July 1957	24 weeks 24 weeks 24 weeks 9 months 24 weeks 9 months
Greek	November 1956 March 1957	47 weeks 47 weeks
Hungarian	September 1956 November 1956 April 1957 June 1957	47 weeks 47 weeks 47 weeks 47 weeks
Indonesian	September 1956 June 1957	47 weeks 47 weeks
Italian	July 1956 July 1956 January 1957 January 1957 July 1957	24 weeks 5 1/4 months 24 weeks 5 1/4 months 5 1/4 months
Japanese	August 1956 November 1956 January 1957 January 1957 April 1957	47 weeks 47 weeks 47 weeks 8 months 47 weeks

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Language Programs Available at other Government Training Facilities

Korean	August 1956 August 1956 November 1956 November 1956 January 1957 January 1957 April 1957 June 1957 June 1957	37 weeks 47 weeks 37 weeks 47 weeks 37 weeks 47 weeks 47 weeks 37 weeks 47 weeks
Lithuanian	August 1956 January 1957	47 weeks 47 weeks
Persian	September 1956 March 1957	47 weeks 47 weeks
Polish	August 1956 September 1956 November 1956 January 1957 April 1957 April 1957	47 weeks 37 weeks 47 weeks 47 weeks 37 weeks 47 weeks
Portuguese	July 1956 July 1956 January 1957 January 1957 July 1957	24 weeks 5 1/4 months 24 weeks 5 1/4 months 5 1/4 months
Romanian	July 1956 September 1956 November 1956 March 1957	37 weeks 37 weeks 37 weeks 37 weeks
Russian	July 1956 July 1956 August 1956 September 1956 September 1956 October 1956 November 1956 November 1956 January 1957 January 1957 January 1957 March 1957 April 1957 June 1957 June 1957 July 1957 October 1957	24 weeks 9 months 47 weeks 24 weeks 47 weeks 9 months 24 weeks 47 weeks 24 weeks 47 weeks 9 months 24 weeks 9 months 24 weeks 47 weeks 9 months 9 months

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Language Programs Available at other Government Training Facilities

Serbo-Croatian	January 1957 March 1957	47 weeks 47 weeks
Slovene	June 1957	47 weeks
Spanish	July 1956 July 1956 November 1956 January 1957 January 1957 June 1957 July 1957	24 weeks 4 1/2 months 24 weeks 24 weeks 4 1/2 months 24 weeks 4 1/2 months
Thai	June 1957	47 weeks
Turkish	August 1956 January 1957 June 1957	47 weeks 47 weeks 47 weeks
Ukrainian	August 1956	47 weeks
Viet-Namese	August 1956 June 1957	47 weeks 47 weeks

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TITLE Industrial College of the Armed Forces

OBJECTIVE "Prepare senior officers of the Army, Navy and Air Force for important command, staff and planning assignments within the Department of Defense and prepare selected civilians for important economic mobilization assignments in any Government agency."

PREREQUISITES Top Secret and Q clearances
GS-13 or above
35 to 45 years of age
Bachelor's degree or higher
Military experience desirable but not obligatory

ENROLLMENT Agency quota - 1

DURATION Ten months (August to June)

LOCATION Ft. Leslie J. McNair, Washington, D. C.

"The major portion of the student's work is devoted to the consideration of significant problems relating to the various subjects of instruction. As each subject is studied, the student body is formed into a series of committees, corresponding in number to the major problems considered in that subject. Subcommittees are created to deal with special aspects of these problems. Specific subjects are assigned either to student committees or to individual students for exploration. Each student committee and subcommittee, guided and assisted by members of the faculty, develops its assigned phase of the subject. There are no textbook or "school" answers to the problems. This approach is designed to develop an understanding of economic principles in their application to the problems of mobilization for war.

"Each committee and subcommittee is required to prepare a written report on its assigned problem. The findings, conclusions, and recommendations of the committee are presented orally by the students before audiences composed of their fellow students, faculty members, and interested personnel of the various Departments of the Federal Government.

"In addition to committee reports, all students are required to prepare individual reports on selected subjects."

(Source: ICAF Catalogue)

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TITLE Armed Forces Staff College

OBJECTIVE "Educate selected officers of the Armed Forces in joint operations, including the planning thereof, and to provide background for an appreciation of combined operations."

PREREQUISITES Top Secret clearance
Q clearance
GS-13 or above
30 to 45 years of age
Bachelor's degree or higher
Military experience desirable but not obligatory

ENROLLMENT Agency quota - 1

DURATION Five months: 2 sessions (August to December) and (February to June)

LOCATION Norfolk, Virginia

Characteristics, organization, and employment of land, sea, and air forces and the relation of those forces to each other, with adequate exposition of their capabilities and limitations.

Principles involved in the organization of joint and combined commands and staffs, and their responsibilities and procedures.

Study of trends of new weapons and scientific developments, and their effect upon joint operations.

Organization, composition, and functions of unified commands (both joint and combined), and joint task forces, with respect to the following: strategical, tactical, and logistical responsibilities of the commanders thereof, with emphasis upon war conditions, and the organization and composition of current major combined commands in which the U.S. participates.

(Source: AFSC Syllabus)

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B-7

TITLE	Basic Supervision
OBJECTIVE	Effective management at the level of the first-line supervisor
PREREQUISITES	Top Secret clearance GS-5 through GS-14 Present or anticipated supervisory assignment
ENROLLMENT	8 to 18
DURATION	Two weeks: 4 hours each morning (40 hours), plus from 10-15 hours' unclassified reading outside scheduled class time
LOCATION	Headquarters

The course is for persons from all major components at all levels through GS-14 who are directly responsible for personnel at the first working level. The objective is to orient the first-line supervisor to the responsibilities and authority which are characteristic of first-line supervision throughout the Agency. Presentations at the GS-12 to GS-14 level are titled "Supervision for Intelligence Officers" and are specifically geared to two types of individuals: (1) those whose main responsibility is substantive research but who also have some management responsibility as project leaders, and (2) those who guide or advise other Intelligence Officers or technical personnel in a staff or liaison capacity.

The course assumes that most students are carrying their own production workload, and that supervisory responsibilities are in addition to, and not in place of, their substantive, technical or production assignments. Particular emphasis is given problems of person-to-person relationships as the supervisor meets them in his responsibilities for training, communicating, planning and disciplining. Selected aspects of organization, leadership and control are also dealt with.

Each successive course is offered to a specified group, for example, GS-9 - GS-11, so that supervisors of a given general level of responsibility work together and so that specific course content can be adjusted to the needs and capacity of the participants. A limited number of non-supervisors being prepared for supervisory positions can be accepted, but the specific reasons for their attendance at the course should be made clear to them and to the instructor by the supervisor concerned.

The course content includes: reading, lectures, and group discussions of problem cases. Through these means students are guided in applying basic principles of sound management to the situations in which they are working.

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B-8

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TITLE	Basic Management
OBJECTIVE	Effective management at the Branch Chief supervisory level
PREREQUISITES	Top Secret clearance GS-11 through GS-15
ENROLLMENT	8 to 20
DURATION	Two weeks - 4 hours each morning (40 hours), plus 10 to 20 hours of unclassified outside reading
LOCATION	Headquarters

The course is aimed primarily at the level of the Branch Chief, but is open to personnel above and below that level. Each successive course is offered to a specified group, for example, GS-12 through GS-14, so that supervisors of a given general level of responsibility work together. Students in the course are assumed to have at least one lower echelon of supervisors under their direction; for example, section heads. It is presumed that substantially full time on the job is spent in management activities (planning, directing, coordinating and controlling), rather than in direct substantive work. The course covers elements of management which are common to middle levels in DD/I, DD/S, and DD/P.

The course contains the following major elements: (1) a highly generalized job analysis of middle management responsibilities in the Agency; (2) a limited amount of general doctrine current in the field of management; (3) discussion of specific management techniques in use in Agency components; and (4) group analysis of problem situations and of case histories.

At every point the course emphasizes the student's responsibility for translating his own background of experience and the information exchanged in the course into the terms and problems of his current job assignment. He is encouraged to define his problems as specifically as possible, to select a line of attack, and to undertake his own solutions. The 40 hours of the course span two weeks in half-day sessions, so that participants may maintain daily contact with their offices and apply ideas of the classroom to the job situation.

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I-3

TITLE Conference Leadership

OBJECTIVE To identify, explain, and apply the principles and techniques of effective conference planning, leadership, and participation

PREREQUISITE Top Secret clearance

ENROLLMENT 12 to 16

DURATION Six weeks: two 2-hour sessions per week (24 hours)

LOCATION Headquarters

The course is designed primarily for officers in all components of the Agency who are responsible for planning and leading various types of group discussions, but the role of an effective participant is also emphasized. In the first two class sessions the instructor discusses the ways and means of planning and conducting successful group conferences, giving special attention to the solving of problems of control. In the remaining sessions each student leads the group in a 40-minute discussion of a topic of general interest. An intensive critique follows each discussion.

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I-5

TITLE Effective Speaking

OBJECTIVE Principles of public speaking as related to the oral presentation of intelligence, including selection and use of graphic aids

PREREQUISITES Top Secret clearance
 Present or future assignment requiring proficiency in oral briefing

ENROLLMENT 12 to 20

DURATION Six weeks: 2-hour sessions twice a week (24 hours)

LOCATION Headquarters

Early sessions in the course emphasize basic principles and fundamentals of public speaking. Students prepare and present short speeches before the class. These are analyzed and constructive suggestions are offered in class discussion. Tape recordings made of each presentation assist both instructor and student in further analysis. Later in the course, students give longer speeches on topics related to their own responsibilities. Class critiques emphasize fine points of delivery, organization of content, proper use of graphic aids, and general effectiveness.

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TITLE Writing Workshop

OBJECTIVE Review the elements and apply the principles of clear, concise writing

PREREQUISITE Top Secret clearance

ENROLLMENT 10 to 12

DURATION Nine 3-hour sessions during a period of four weeks
(27 hours)

LOCATION Headquarters

The course is conducted as a workshop primarily for employees whose assignments involve the written presentation of intelligence, but the emphasis on fundamental principles of composition makes it beneficial for anyone who desires to improve general writing skill. Assignments are tailored to individual needs and experience. Special attention is given to the development of simple, direct style, and to the solution of writing problems such as structural organization and diction. Instructors' criticisms supplement class discussions and exercises designed to correct common writing faults.

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I-7

TITLE Reading Improvement

OBJECTIVES Improve job efficiency by increasing reading ability
 Develop a wide range of reading techniques
 Adjust rate of reading to comprehension requirements
 Improve perceptual habits

PREREQUISITE Secret clearance

ENROLLMENT 10 to 20

DURATION Six weeks: 1 hour per day (30 hours)

LOCATION Headquarters

Methods and techniques in developing the speed and level of comprehension, with emphasis on flexibility and comprehension requirements, are the focal points of the course.

In developing a wide range of reading techniques and in defining comprehension requirements, the student is instructed through lectures and discussions on the best techniques for scanning, extensive (informational), and intensive (technical) reading. This is followed by student practice, using diverse techniques in various reading situations. Practice includes supervised exercises and reading of individual and group selections of varied content at controlled rates. Good perceptual habits are developed by increasing the span of recognition, establishing control over regressive eye movement, and eliminating vocalization.

Approximately thirty percent of the course is devoted to lectures, instructions, and practice exercises in the three types of reading. Forty percent of the training provides practice with the Reading Rate Accelerator. The remaining thirty percent of the course is divided equally between tachistoscopic training and special films.

A retention program, designed to ascertain long-range benefits, is conducted eight weeks and twelve months after the course.

Satisfactory completion of this course fulfills the prerequisite for enrollment in the Advanced Reading Improvement course.

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I-10

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TITLE Reading Analysis Program

OBJECTIVES Analyze relative proficiency in several kinds of reading skills to determine for individuals and office groups (a) suitability of employee's reading capabilities in relation to specific job requirements, and (b) probable degree of benefit which could be obtained from the Reading Improvement course

PREREQUISITE Secret clearance

ENROLLMENT 5 to 10

DURATION 6 hours: one hour per day

LOCATION Headquarters

This program serves as a preliminary analysis for the Reading Improvement course. The analysis of the employee's reading proficiency in scanning, informational and study reading tasks determines how well his reading skills are adapted to his job reading requirements, and indicates the areas in which he could improve.

A half-hour conference with each employee informs him of his strengths and weaknesses in reading, and provides a basis for self-improvement.

Upon request, the program is scheduled and adapted for any Agency component with specialized job reading requirements. Through consultation with the office concerned, a program is outlined so that employees' reading performance can be analyzed on the basis of their job reading tasks and materials.

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